



Health & Safety Policy | Covid-19 alert level three

This policy document sets out the basic steps TrailLite will use to manage risks and keep staff and visitors safe during Covid-19 alert level three.

The golden rules for life at Alert level 3

1. **Stay home.** If you are not at work, school, exercising or getting essentials then you must be at home, the same as at level 4.
2. **Work and learn from home if you can.** We still want the vast majority of people working from home, and children and young people learning from home. At risk students and staff should also stay at home, and they will be supported to do so. Early learning centres and schools will physically be open for up to Year 10 for families that need them.
3. **Make your business covid-19 safe.** Covid-19 has spread in workplaces, so the quid pro quo of being able to open is doing it in a way that doesn't spread the virus.
4. **Stay regional.** You can exercise at parks or beaches within your region, but the closer to home the better. Activities must be safe – keep 2 metres away from anybody not in your bubble. Make minimal trips.
5. **Keep your bubble as small as possible.** If you need to, you can expand your bubble a small amount to bring in close family, isolated people or caregivers.
6. **Wash your hands often with soap. Then dry them.** Cough and sneeze into your elbow.
7. **If you are sick, stay at home and quickly seek advice from your GP or Healthline about getting a test.** There is no stigma to COVID-19. We will only be successful if everyone is willing to play their part in finding it wherever it is.
8. **If you are sick, stay at home and seek advice from your GP or Healthline about getting a test.**

There is no stigma to COVID-19. We will only be successful if everyone is willing to play their part in finding it wherever it is.

Site access and contact tracing

- No staff or contractors will enter a TrailLite site without understanding this policy. All staff and contractors must receive an induction before entering a TrailLite site.
- All staff and contractors will complete a Covid-19 return to work questionnaire before entering a TrailLite site for the first time.
- All contractors must sign a declaration that they will be able to provide upon request a complete record of locations they worked at in the preceding fortnight.
- All contractors will limit the number of employees visiting a TrailLite site to one person where possible.
- There are to be no non-essential visitors to any TrailLite sites. A non-essential visitor is someone that does not affect the day to day operations of the site. All essential visitors require appointments. Customer factory visits are not available.
- All workers, contractors and visitors are required to wash or sanitise their hands upon entering or leaving the site.
- Ensure physical distancing is adhered to when people are waiting to enter site. Allow plenty of space (two metres) between people.
- Staff are not permitted to travel to work with people outside of their home bubble, including co-workers.
- A daily register of staff and visitors entering a site must be completed along with a health declaration. Staff will also make a declaration of how they travelled to work.
- Deliveries of inwards goods will be recorded along with the courier company and vehicle registration. Deliveries should be no-contact.
- Wherever possible, quarantine inwards good for 72 hours. Alternatively, wipe down the most likely high-touch surfaces using anti-microbial sanitisers.

Physical distancing and minimising contact

- All staff who can work from home should continue to do so.
- A minimum distance of 2 metres between people is to be observed as a general rule.
- Managers will use shifts or staggered start and finish times to ensure staff who are required to work at a TrailLite site are able to follow physical distancing requirements.
- Anyone who meets the following criteria should not come to work:
 - Is unwell
 - Has been notified that they have been in contact with someone that has tested positive with Covid-19 and are awaiting testing.
 - Has been tested for Covid-19, until they can present a negative result
 - Is a vulnerable person (by virtue of their age, underlying health condition, clinical condition or are pregnant).
 - If a worker develops symptoms of Covid-19 while at work, they should:
 - Return home immediately;
 - Avoid touching anything.
 - They must then seek advice from Health Line and follow any instructions given and keep their manager informed of any developments.
- Floor markings will be installed showing the safe distance (2 metres) at reception counters, time clocks and other high congestion areas.
- A maximum of two people will work in a motorhome or caravan at any time. All windows and doors will remain open. If two metres physical distancing cannot be maintained, one staff member will leave the motorhome.
- First aiders will be provided with face masks, gloves and instructions on how to use them to provide a barrier when providing first aid.

Suspect, probable and confirmed cases of Covid-19

- Suspect cases are people showing the symptoms of Covid-19: cough, sore throat, shortness of breath, head cold (eg runny nose, sneezing), loss of sense of smell, with or without fever:
 - Must stay home and contact doctor or Healthline (0800 358 5453) immediately. The employee must call her/his supervisor or appropriate manager and confirm they have called their/a doctor or Healthline. Unless investigated by health authorities and declared to be 'not a case', suspected cases must isolate at home (if mild symptoms) till 48 hours after symptoms resolve and at least 10 days after symptom onset
 - Employees in the team the suspect case was part of, and others having been in face-to-face contact within 2 metres for 15 minutes or more (close contacts), must be identified (including address and phone numbers) in case public health needs to trace them
 - Close contacts of suspect cases should be meticulous with physical distancing, hand hygiene and cough etiquette. They do not need to self-quarantine. If symptoms develop within 14 days of the last exposure to the suspect case, however, they should immediately self-isolate and phone Healthline

Work bubbles

- Work within your bubble and do not visit other departments and areas. Use phone, email or Microsoft Teams where needed.
- If it is essential to visit people in another work bubble, please maintain a minimum 2 metres physical distance at all times.
- People should avoid moving around the workplace and interacting with people outside of their immediate work area.
- Travel between sites should be minimised. Service Centre will nominate one person to visit manufacturing for the purpose of obtaining inventory and using machinery. That person will be required to sign in and out of each site. No other staff should move between sites and will use email, phone and Microsoft Teams to communicate instead.

Hygiene and cleaning

- TrailLite will continue to follow ministry of health guidelines on the use of PPE (personal protective equipment) such as face masks and gloves. <https://www.health.govt.nz/our-work/diseases-and-conditions/covid-19-novel-coronavirus/covid-19-novel-coronavirus-health-advice-general-public/covid-19-face-mask-and-hygiene-advice>
- TrailLite has procured and will take all efforts to ensure each site has enough PPE including hand sanitiser, face masks, respirators, sanitising wipes, gloves, anti-microbial spray and disposable paper towels.
- Please ensure all shared areas are kept clean and clear of clutter to facilitate easy cleaning.
- All shared dishes must be washed using a dishwasher

- Where possible, vehicles including forklifts must not be driven by multiple employees. However, if the same driver cannot be utilised, the touch points in and on the vehicles must be cleaned once after each use. This must include the steering wheel, seat belts, door handles (inside and outside), dashboard, gear stick, etc.
- Enhanced cleaning procedures and a roster for 2 hourly cleaning should be in place across sites using anti-microbial cleaning solutions, particularly in communal areas and at touch points, including:
 - Taps and washing facilities
 - Toilet flush and seats
 - Door handles and push plates
 - Handrails on staircases and in corridors
 - Lift and hoist controls
 - Machinery and equipment controls
 - Food preparation and eating surfaces such as microwave, fridge doors, coffee maker, taps, tables, chairs, etc
 - Shared telephone equipment
 - Keyboards, photocopiers and other office equipment
 - Forklifts
 - Hand washing facilities
- A record of the above activities will be displayed (as per the practise in airport toilets, for example).
- Re-usable PPE should be thoroughly cleaned after use and not shared between workers.
- Increase ventilation in enclosed spaces such as offices and inside motorhomes.

Meetings

- All non-essential meetings will be cancelled or held using Microsoft Teams video conferencing.
- Only necessary meeting participants should attend if the meeting must go ahead in person.
- Essential meetings will be held in a fresh air environment (outdoors or in a well-ventilated open-air environment) with a minimum two metres distance between participants.
- Consider splitting meetings such as toolbox meetings to minimise the number of participants in each meeting.

Shared equipment

- Where possible, there must be no sharing of work equipment. However, there will be times when work equipment (computers, phones, saws, photocopiers, etc.) is used by multiple people. In these situations ensure:
 - The equipment is wiped down using sanitiser and/or wipes before the next person uses the equipment.
 - Ensure hands are thoroughly cleaned with soap and water or hand sanitiser before commencing work with the equipment.

Lunchrooms and eating arrangements

- A minimum 1 metre distance between people must be followed. Chairs should be removed and allowable seating positions on tables marked in lunchrooms.
- We suggest staff consider eating in their cars to assist with physical distancing.
- Shifts will be used to ensure physical distancing requirements.
- Hands must be washed before and after rest and meal breaks.
- All areas used for eating must be thoroughly cleaned at the end of each break and shift, including chairs, door handles, coffee machines, tapware, fridge doors and vending machines.
- The maximum number of people allowed in a lunchroom should be identified and clearly displayed. Special attention should be paid to overcrowding before work starts for the day.

Health and safety team

- The TrailLite health and safety team will continue to operate in their duties, acting as representatives of all employees at TrailLite and ensuring all steps are being taken to ensure the health and safety of staff and visitors.
- All other health and safety policies and standards apply.
- Any breaches of these rules will be escalated to management.

Servicing customer motorhomes and caravans

- All customers will have set arrival times to avoid congestion in the service centre.
- The customer lounge will accommodate only people from the same bubble. Other motorhomes will be set up as customer waiting areas. Customers will also be encouraged to bring their own car or drop off the motorhome and collect it at a later date. The customer lounge and other waiting areas will be sanitised between visitors.
- Staff will not enter customer motorhomes or caravans with customers.
- Physical distancing requirements of 2 metres will be maintained at all times.

- Vehicles will be sanitised thoroughly before works starts and before the vehicle is handed over to the customer.
- Disposable steering wheel, seat and gear change covers will be used.

Vehicle sale handovers

- A no-contact handover will be used for the hand-over of sold vehicles to our customers.

Toilet facilities

- Restrict the number of people using toilet facilities at any one time. The maximum number of people able to use a facility will be identified and clearly displayed.
- Wash hands before and after using the facilities.
- Enhanced cleaning regimes will be used for toilet facilities, particularly high traffic areas such as door handles, locks and the toilet flush.